

DATE: September 16, 2003

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2003-11
FieldManager Contractor Read-Only File Distribution

With the statewide implementation of FieldManager 3.2a complete, the Michigan Department of Transportation (MDOT) is now implementing a policy of providing contractors FieldManager “Contractor Read-Only” electronic files upon request by the contractor. This policy applies to all contracts awarded after the date of this instructional memorandum. Contracts that are already under construction should be included only by mutual agreement between the managing office and the contractor(s). Additionally, this policy applies to all offices managing MDOT-let contracts, including consultants and local government agencies. Managing offices will distribute the “Contractor Read-Only” files immediately after generating pay estimates. Other time frames for this distribution are optional, if mutually agreed upon by the managing office and the contractor.

Benefits to this new policy include:

- Improved communication between managing offices and contractors
- Reduced volume of telephone calls, mailings, and faxes
- Reduced time required to gather information for contractors
- Reduced volume of questions from contractors
- More accurate and timely information from contractors
- Earlier identification of errors and concerns
- More current material tracking
- More efficient discussions concerning item and material status reviews
- More efficient review of contract modifications
- Timelier responses from MDOT during the busy construction season
- Improved quality and timeliness of IDRs
- Improved contract finalization process

- Elimination of some contractor spreadsheets and hand-generated data
- Elimination of difficulties related to viewing information received due to poor quality faxes
- Improved managing office/contractor relationships
- Many of the contractors that volunteered to help MDOT test this functionality learned to run FieldManager's inquiries quite quickly with little or no training

Managing Office Information:

1. Local government agencies and consultants need to update FieldManager with the latest fieldmanager.ini file. Attached is the most recent *FieldManager User's Guide Supplement for Michigan Local Agencies and Consultants*, which describes what to do to download this file from MDOT's BBS. This must be done before exporting any "Contractor Read-Only" files.
2. To create the "Contractor Read-Only" electronic file: Click **'File'** from FieldManager's Menu Bar, click **'Export,'** click **'Transfer Contracts,'** highlight the contract or contracts to be exported, click **'Select,'** and click the radio button for **'Create a contractor read-only copy of the contract.'** Be sure to note where this file is being copied. Then simply attach this file to an email addressed to the appropriate prime and/or subcontractor(s).

Contractor Information:

1. Contractors have two options for licensing FieldManager. The first option is to license through the FieldManager Read-Only Software License Agreement, which just allows read-only access. The second option is to license the full FieldManager suite, which will provide the ability to update working copies of contracts in addition to the read-only contract functionality. The current license fee for the FieldManager Read-Only Software is \$850 annually, and the current single-user license fee for the full FieldManager Suite is \$2,300 annually.
2. Contractors wishing to take advantage of the benefits of this new policy should contact InfoTech of Gainesville, Florida (352-381-4400) or go to www.fieldmanager.com for information on licensing, training, and technical support of the FieldManager software. InfoTech's email address is info@infotechfl.com.
3. Contractors must have an email account. They have only to contact the managing office to request their respective contractor read-only electronic files. This service is available to subcontractors even if the prime contractors are not participating. MDOT will not charge contractors for this service.
4. Once contractors have FieldManager installed, they must download and import the FieldManager Reference File from the FieldManager library on MDOT's BBS, and import this file into FieldManager. This must be done before any "Contractor Read-Only" files can be imported. The Reference File import into FieldManager can be done by clicking **'File'** from the Menu Bar, click **'Import,'** then click **'File'** and follow the screen instructions.

5. Upon receiving "Contractor Read-Only" files from the managing office, the contractor must detach the file from the email to a specific location. Then, in FieldManager, click **'File'** from the Menu Bar, click **"Import,"** then click **"File"** and follow the screen instructions.
6. Contractors must keep their version of FieldManager current with the version being used by MDOT. Contractors will receive version updates from Info Tech, Inc. through their FieldManager license.

Information not passed along through the "Contractor Read-Only" functionality are Item – Notes, IDR Sketches, and Miscellaneous Reports due to their irrelevance or file size.

Feel free to contact MDOT if you have any questions regarding the information in this document by calling MDOT's FieldManager Help Line at 517-322-1556 or by sending an email to fieldmanager-admin@mdot.state.mi.us.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:CF:kab

Subject Index: FieldManager

Attachment

cc: C & T Support Area Staff
Real Estate Support Area, M. DeLong
Design Support Area, M. VanPortfleet
Maintenance Support Area, C. Roberts
Traffic & Safety Support Area, J. Culp
C & T Support Area, B. O'Brien
OEO - S. El Ahmad
C. Rademacher
V. Blaxton
G. Moore
K. Reincke
T. Fudaly, FHWA
MRBA
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